GENERAL SERVICES ADMINISTRATION Washington, DC 20417

November 20, 2012

GSA Bulletin FMR C-1

Accurate Reporting of Data for the Federal Real Property Profile (FRPP)

TO: Heads of Federal Agencies

SUBJECT: Accurate Reporting of Data for the Federal Real Property Profile (FRPP)

- 1. What is the purpose of this bulletin? This bulletin provides guidance to Executive Branch agencies on reporting accurate, verified and validated data to the FRPP. Agency adherence and implementation of this guidance will help increase the quality of data in the FRPP, and ensure that decisions made are based on accurate and reliable underlying data.
- 2. What is the effective date of this bulletin? This bulletin is effective on November 20, 2012.
- 3. When does this bulletin expire? This bulletin will remain in effect until specifically superseded or cancelled.
- 4. What is the background? Executive Order (EO) 13327, entitled "Federal Real Property Asset Management," requires the General Services Administration (GSA), in consultation with the Federal Real Property Council (FRPC), to develop and maintain a centralized inventory database, incorporating all key elements identified by the FRPC. The EO states: "it is the policy of the United States to promote the efficient and economical use of America's real property assets and to assure management accountability for implementing Federal real property management reforms. Based on this policy, executive branch departments and agencies shall recognize the importance of real property resources through increased management attention, the establishment of clear goals and objectives, improved policies and levels of accountability, and other appropriate action" (available at: http://www.gpo.gov/fdsys/pkg/FR-2004-02-06/pdf/04-2773.pdf).

The General Accountability Office (GAO) recently released a report entitled "Federal Real Property: National Strategy and Better Data Needed to Improve Management of Excess and Underutilized Property" (GAO-12-645), that found inconsistencies and inaccuracies among several data elements from the select group of audited agencies.

5. What should agencies do to increase the accuracy and reliability of FRPP data? The FRPP serves as the primary governmentwide source to help identify opportunities to reduce, realign, and make for efficient use of real property assets. Therefore,

agencies should also closely follow the reporting requirements, as described in the "Federal Real Property Council 2012 Guidance for Real Property Inventory Reporting," available at: http://www.gsa.gov/graphics/ogp/2012 Data Dictionary.pdf. The 2012 Guidance clearly defines data collection requirements for Executive Agencies to provide consistent and accurate real property data to the FRPP. The GSA, Office of Governmentwide Policy, has updated, clarified, and reduced the number of data elements which are outlined in the FRPP Data Dictionary. The GSA will provide technical assistance to agencies and will perform governmentwide data quality tests by analyzing the data for inconsistencies, other anomalies, and assessing and comparing that data with what is required and expected. However, it is the agency's responsibility to perform quality control of all data submitted to the FRPP and to ensure that the data is accurate and reliable. GSA plans to conduct sampling audits of agency's reported data in FY 2013.

Agencies should demonstrate a 90 percent confidence rate that the data in the FRPP is being maintained without material variance when compared to known accurate source data. To ensure the input of accurate data, agencies should implement sound data collection practices to verify and validate that the data collected are sufficiently complete, accurate, and consistently applied within their agency.

To increase the reliability of the FRPP data, agencies are encouraged to:

- Identify individuals that are responsible for maintaining accurate, reliable, and complete FRPP data.
- Maintain an up-to-date, comprehensive life-cycle real property asset management system for all land, buildings and structures.
- Establish independent review teams that can verify the information entered into the FRPP is accurate, reliable and complete.
- Establish a validation process, by random sampling, routinely scheduled site visits, financial audits, or a combination, to verify and validate real property data prior to entering the data in the FRPP.
- Develop minimum criteria for validation, to include: City/State/Zip, Percent of Space Utilization, Annual Operating Costs, and Size (Gross Square Feet, Acres, and Structural Unit Size), and any calculated or computed data (Replacement Value and Condition Index).
- Ensure authoritative source documentation for real property transactions is readily available.
- Develop a corrective action plan when data validation does not meet the 90 percent confidence rate.
- Enhance communication among stakeholders within the agency to increase the accuracy, accountability and reliability of data gathered from various systems and documents used for input to the FRPP.
- Leverage the GSA as a source of information when encountering situations that may affect the quality of the FRPP data.

6. Who should I contact for additional information concerning this guidance? Further information regarding this bulletin may be obtained by contacting Dennis Goldstein, Office of Asset and Transportation Management at: dennis.goldstein@gsa.gov, or (202) 219-0608.

By delegation of the Administrator of General Services.

/s/

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